

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 36-2248

23 SEPTEMBER 2011



Personnel

**SCHEDULING TOURS OF
CONTROLLED/HIGH RISK FACILITIES**

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This instruction assigns responsibilities and establishes procedures for the scheduling and control of visitors to the Luke AFB Training Devices and Air Traffic Control Facilities. It applies to all units attached or assigned to Luke AFB to include **Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

Changes include duty title updates to reflect 56th Training Squadron (56 TRS) manning changes.

1. Training Device Tours.

1.1. Scheduling Priority:

1.1.1. 56th Fighter Wing (56 FW) Training Device scheduling will be IAW AFI 36-2248, *Operation and Management of Aircrew Training Devices*. Priority will be:

1.1.1.1. Accident investigations/flight safety research

1.1.1.2. Simulator certifications

- 1.1.1.3. Device modification testing
- 1.1.1.4. Syllabus training
- 1.1.1.5. Standardization and evaluation checks
- 1.1.1.6. Continuation training
- 1.1.1.7. Other aircrew training
- 1.1.1.8. Threat simulator validation program
- 1.1.1.9. Non-aircrew training
- 1.1.1.10. Distinguished visitors and other tours

1.2. Scheduling Procedures. Due to safety concerns, device security, and operational requirements the following actions will be followed:

1.2.1. Public Affairs (PA) is the authority for coordinating outside, external requests for training device tours. Such requests include civic leaders, civilians not affiliated with the Department of Defense (DoD), news media representatives, and the general public. 56 TRS is the authority for coordinating internal requests such as military members, contractor representatives, squadron family orientations and gatherings, and DoD family members.

1.2.1.1. All training device tours will be UNCLASSIFIED. Requests for classified tours will be coordinated directly with the 56 TRS/Director of Operations.

1.2.1.2. If a tour is deemed appropriate, 56th Fighter Wing Public Affairs (56 FW/PA), 56th Fighter Wing Protocol (56 FW/CCP) or 944 FW/PA will contact 56th Operations Group Executive (56 OG/CCE) with their tour request NLT 5 duty-days prior to the requested tour date for the assignment of a tour escort(s).

1.2.1.3. For groups greater than six people, 56 FW/PA, 56 FW/CCP or 944 FW/PA will request another tour escort for every additional six people on the tour.

1.2.1.3.1. If the tour is for individuals under the age of 16; 56 FW/PA, 56 FW/CCP or 944 FW/PA will ensure there are an appropriate number of adult chaperones available to help supervise the group.

1.2.1.4. 56 FW/PA, 56 FW/CCP or 944 FW/PA will provide designated tour escort(s) a complete roster of tour visitor names NLT 48-hours prior to the scheduled tour. Adults acting as chaperones must be annotated on the visitor's roster.

1.2.2. Tour escorts will be chosen from 56 OG squadrons on a rotational basis. Escorts must be on the 56 FW Simulator Entry Authorization List.

1.2.2.1. Unless specified by 56 FW/PA, 56 FW/CCP or 944 FW/PA, designated tour escorts will determine the appropriate training device to be utilized for their assigned tour (NTC, WST, or UTD).

1.2.2.2. Training device tour requests will be made through the tour escort's respective squadron scheduler. The squadron scheduler will contact the 56 TRS scheduler with their request for a training device tour.

1.2.2.2.1. Squadron schedulers will include the nature and size of the tour in their request for a tour (i.e., distinguished visitors – 2, civic/ROTC/school – 15,

family/friends – 6, etc.).

1.2.2.3. Tour escorts in conjunction with Lockheed-Martin and L3 Communications Operators will be responsible for the overall safety, security and operations of the training devices and facilities at all times while tours are being conducted.

1.2.2.3.1. Prior to the beginning of a training device tour and before allowing the tour to enter the simulator bay; escorts will ensure that all devices in that bay are properly configured for UNCLASSIFIED operations.

1.2.2.3.2. Tour escort(s) will remain with the group at all times while in the device facility.

1.2.2.3.3. The maximum number of visitors allowed in the simulator bay is 20. This includes adults acting as chaperones. Tour escorts will be responsible for dividing the tour into smaller groups for entrance into the device facility. Remaining members of the group are allowed to occupy the device briefing/conference rooms until their turn in the facility.

1.2.2.4. The 56 TRS scheduler will ensure requested training device tours are properly annotated on the printed schedule. 56 TRS schedulers will include the nature and size of the tour on the printed schedule (i.e., distinguished visitors – 2, civic/ROTC/school – 15, family/friends – 6, etc.). Schedulers will crosscheck tour schedules to ensure conflicting training missions as well as classified missions are not being conducted within the same simulator bay.

1.2.2.5. The 56 TRS scheduler will notify the 56 TRS/NTC or 56 TRS/ATD Project Officer (as appropriate) of scheduled tours larger than six people NLT 1 duty-day prior to the scheduled tour.

1.3. Exceptions: The 56 TRS/DO is the waiver authority for paragraph 1 (Training Devices).

2. Tower and Radar Approach Control (RAPCON) Tours.

2.1. Scheduling Priority:

2.1.1. 56th Operations Support Squadron (56 OSS) Air Traffic Control (ATC) Facility tour scheduling priority will be:

2.1.1.1. Visiting Military Dignitaries

2.1.1.2. Base Commanders

2.1.1.3. Base Personnel requiring familiarization for their duties (Command Post, Supervisors of Flying, Fire Department, Communications, etc.)

2.1.1.4. Official Public Affairs Tours

2.1.1.5. Other Base Personnel

2.1.1.6. Non-Base groups for educational purposes

2.1.1.7. Base Events (Spouses Tours, B-Course Graduation, etc.).

2.2. Scheduling Procedures. Due to facility security and operational requirements the following actions will be followed:

2.2.1. 56 FW/PA is the authority for coordinating outside, external requests for ATC facility tours. Such requests include military distinguished visitors, civic leaders, civilians not affiliated with the Department of Defense, news media representatives, ROTC/JROTC detachments, and the general public.

2.2.2. 56 OSS/OSA (Airfield Operations/6-7341) is the approval authority for all PA requests and will coordinate internal wing requests such as military members/organizations, contractor representatives, and squadron family orientations.

2.2.2.1. The Tower and RAPCON will be made available for tours (traffic/workload permitting) on a case by case basis. The facility CCTLR or watch supervisor reserves the right to close the facility at any point during these times to accommodate operational requirements.

2.2.2.2. There is no security clearance requirement for requesting a tour of ATC facilities.

2.2.2.3. If a tour is deemed appropriate, 56 FW/PA will contact 56 OSS/OSA with their tour request and for the assignment of a tour escort(s) NLT 5 duty-days prior to the requested tour date.

2.2.2.4. For groups greater than 10 people, 56 FW/PA will provide another tour escort for every additional six people on the tour. The facility CCTLR will be the final determining authority on the number of escorts necessary. If the tour is for individuals under the age of 16; 56 FW/PA will ensure there are an appropriate number of adult chaperones available to help supervise the group.

2.2.2.5. Coordinating authorities will provide 56 OSS/OSA the contact name and phone number for the tour group NLT 3 days prior to the tour.

2.2.2.6. Coordinating authorities will provide a numerical list of those attending the tour (e.g., 2 civic leaders, 3 JROTC cadets, etc.).

2.2.3. Primary tour escorts will be chosen from 56 OSS/OSA. Tour escorts must be on the access roster for the respective facility.

2.2.4. Prior to the tour, 56 OSS/OSA will ensure that the respective facility is able to accommodate a tour during the scheduled time. If either the Tower or RAPCON is unable to accommodate a tour, 56 OSS/OSA will work with the coordinating authority to reschedule at a later date.

2.2.5. Tour escorts will remain with the group at all times while in the facility.

2.2.6. Prior to entering the facility, tour guides will inform visitors of any pertinent rules, such as turning off cell phones, prior to entering the facility.

2.2.7. The maximum number of visitors allowed in the Tower Cab is 10. This includes adults acting as chaperones. Tour coordinators will be responsible for dividing the tour into smaller groups for entrance into the facility. Remaining members of the group are allowed to remain in the briefing/conference rooms or catwalk until their turn in the facility.

2.3. Exceptions: 56 OSS/OSA (AOF/CC, 6-7341) is the waiver authority for ATC facility tours.

JERRY D. HARRIS, JR.
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

IAW AFI 36-2248, *Operation and Management of Aircrew Training Devices*, 1 May 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOF—Airfield Operations Flight

ATC—Air Traffic Control

CCTLR—Chief Controller

DO—Director of Operations

DoD—Department of Defense

FW—Fighter Wing

FW/CCP—Fighter Wing Protocol

IAW—in accordance with

JROTC—Junior Reserve Officer Training Corp

NLT—No Later Than

NTC—Networked Training Center

OG—Operations Group

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PA—Public Affairs

RAPCON—Radar Approach Control

RDS—Records Disposition Schedule

TRS—Training Squadron

UTD—Unit Training Device

WST—Weapons System Trainer